**Subject:** Thrift Savings Plan Training Courses

**Date:** January 9, 2013

In 2013, the Federal Retirement Thrift Investment Board (Board) will offer five training courses on the Thrift Savings Plan (TSP) designed for the uniformed services personnel and payroll representatives responsible for the administration of the TSP. The courses are:

- Overview of the Thrift Savings Plan for the Uniformed Services
- TSP Investments: Options and Operations
- TSP Withdrawal Program
- TSP Payroll Operations
- TSP Error Correction

Attachment 1 is the schedule of the training sessions for 2013. Attachments 2–6 are the agendas for each course.

All courses are free and are conducted at the Board's office in Washington, D.C.\* The service must pay any transportation and per diem costs incurred by its participants. Participants must make their own hotel reservations, but they may call the Board at the telephone number below for assistance.

(Continued on next page)

**Inquiries:** Questions concerning this bulletin should be directed to the Federal Retirement

Thrift Investment Board at 202-942-1450.

**Chapter:** This bulletin may be filed in Chapter 11, Resources.

**Supersedes:** The bulletin supersedes TSP Bulletin 12-U-1, Thrift Savings Plan Training Courses,

dated January 10, 2012.

<sup>\*</sup>On a space available basis, all of the courses (except TSP Investments: Options and Operations), as well as briefings for members of the uniformed services regarding the TSP, may be held onsite at the service's request. The service must pay any transportation and per diem costs for the Board trainer; otherwise there is no charge. Services interested in hosting a course should contact the Board for additional information.

Requests to attend the sessions must be submitted to the Board in writing. Attachment 7 is the training request form. The form can be mailed or faxed to:

Federal Retirement Thrift Investment Board 77 K Street, NE Washington, D.C. 20002 Fax Number: (202) 942-1451

Confirmation emails will be sent approximately 30 days prior to the course dates. Courses may be cancelled due to low registration. The Board will contact representatives who registered to reschedule.

Kevin Laird

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Acting Deputy Director, Education and Agency Liaison Office of Communications and Education

Attachments: 1. 2013 Schedule of TSP Training

- 2. Agenda—Overview of the Thrift Savings Plan for the Uniformed Services
- 3. Agenda—TSP Investments: Options and Operations
- 4. Agenda—TSP Withdrawal Program
- 5. Agenda—TSP Payroll Operations
- 6. Agenda—TSP Error Correction
- 7. Nomination for a Thrift Savings Plan Training Session

## 2013 Schedule of TSP Training

## I. Overview of the Thrift Savings Plan for the Uniformed Services

June 18 August 20

## II. TSP Investments: Options and Operations

March 21 July 11\*
May 9 August 21

June 19

## III. TSP Withdrawal Program

March 22 July 12\*
May 10 August 22
June 20

## **IV. TSP Payroll Operations**

May 21 October 9 July 17\*

#### V. TSP Error Correction

May 22 October 10 July 18\*

<sup>\*</sup>Depending on demand, the Board will provide an interpreter for the Deaf and Hard of Hearing for these sessions. Contact the Board for more information.

## THRIFT SAVINGS PLAN Services Representative Training

## Overview of the Thrift Savings Plan for the Uniformed Services

#### **One-Day Training Session**

#### **DESCRIPTION**

This introductory course has been designed primarily for representatives who administer all or part of the TSP program for uniformed services participants. The course covers all facets of the TSP. The course is equally beneficial for professional and support staff. Payroll staff may also find the course instructive since it discusses TSP activities that require coordination between personnel and payroll operations.

#### **AGENDA**

#### I. Introduction to the TSP

- What it is
- The TSP and Federal income taxes
- Relationship to the Uniformed Services Retirement System
- Contribution rules and limits
- Roth TSP

## II. The Players

- Roles of the Federal Retirement Thrift Investment Board (FRTIB), the TSP record keeper, the services, and the participants
- TSP resources available to service representatives

### III. Establishing and Maintaining TSP Accounts

- The Employee Data (06) Record
- Payroll reports

#### **IV. Court Orders**

- Qualifying court orders
- Processing of court orders

#### V. Loans

- Overview of the TSP loan program
- Requesting a loan
- TSP loan processing
- Loan defaults and taxable distributions

#### VI. Withdrawals

- General withdrawal rules
- Withdrawal of Roth balances
- In-service withdrawals
- Post-separation withdrawals

#### VII. Death Benefits

- Beneficiary designations
- Reporting the death of a participant
- Death benefit payments to spouse beneficiaries
- Death benefit payments to non-spouse beneficiaries

## **VIII. Investment Options**

- Managing your account contribution allocations, interfund transfers, and participant statements
- The TSP investment funds
- Valuation of fund shares

## THRIFT SAVINGS PLAN Agency Representative Training

## **TSP Investments: Options and Operations**

## **One-Day Training Session**

#### **DESCRIPTION**

This course has been designed primarily for employees and service members who administer all or part of the TSP program. The course covers the individual TSP investment funds and the Lifecycle family of funds, and provides exposure to some basic investing concepts and vocabulary. Participants will also get hands-on experience performing investment return calculations. The course is equally beneficial for professional and support staff. Attendees should have completed the "Overview of the Thrift Savings Plan" as a prerequisite.

#### **AGENDA**

### I. TSP Investments: Options

- G Fund
- F Fund
- C Fund
- S Fund
- I Fund
- The Lifecycle Funds

## **II. TSP Investments: Operations**

- TSP transaction processing
- Calculation of period returns
- Effect of contributions, distributions, and interfund transfers on share balances
- Tracking fund performance against the benchmark indices

## THRIFT SAVINGS PLAN Agency Representative Training

## The TSP Withdrawal Program

### **One-Day Training Session**

#### DESCRIPTION

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for providing information about the TSP withdrawal program to separating participants. It covers all facets of the withdrawal program and is equally beneficial for professional and support staff. Attendees should have completed the "Overview of the Thrift Savings Plan" as a prerequisite.

#### **AGENDA**

## I. TSP Withdrawal Implementation

- Roles of the Board, the TSP record keeper, the agencies, and the participants
- General rules regarding spouses' rights, Roth distributions, and transfer of payments
- Combining TSP accounts
- Withdrawal rules for rehires
- Effect of loans and court orders on withdrawals

#### II. In-Service Withdrawals

- Age-Based
- Financial Hardship

## III. Post-Separation Withdrawal Options

- Partial withdrawals
- Full withdrawals
  - Life annuities
  - Roth rules for annuities
  - Single payments
  - Monthly payments
- Practical exercise

## **IV. TSP Death Benefits**

- Beneficiary designations
- Reporting the death of a participant
- Death benefit payments to spouse beneficiaries
- Death benefit payments to non-spouse beneficiaries

## THRIFT SAVINGS PLAN Agency Representative Training

## **Thrift Savings Plan Payroll Operations**

### **One-Day Training Session**

#### **DESCRIPTION**

This advanced course is designed for civilian agency and uniformed services payroll representatives who are responsible for the submission of contributions and employee data to the Thrift Savings Plan (TSP) record keeper. This course covers all facets of the TSP contributions program and is equally beneficial for professional and support staff.

#### **AGENDA**

#### I. Introduction

- Overview of TSP implementation
- Information flow into TSP accounts
- Role and responsibilities of the payroll office
- TSP contribution sources, rules, and Internal Revenue Code limitations
- Roth TSP contributions
- Unique considerations for uniformed service contributions

## II. Data Submission and the Employee Data (06) Record

- TSP PC and web-based submission programs
- The employee data (06) record and indicative data
- Status codes and employment codes

#### III. Forms Used to Transmit TSP Data

- Form TSP-5-R
- Form TSP-19
- Form TSP-41

#### **IV. TSP Data Records**

- Header records
- Trailer records
- Payment records
- Negative adjustment records
- Redesignation records

## V. TSP Loan Payments

- Deducting and submitting loan payments
- Loan reamortizations
- Stopping loan payments
- Loan defaults and taxable distributions
- Effects of nonpay status

## VI. Reports generated by the TSP record keeper

- Payroll office recap report
- Error report
- Negative adjustment reports
- Breakage reports
- Loan and financial hardship in-service withdrawal reports

# THRIFT SAVINGS PLAN Agency Representative Training

## **Thrift Savings Plan Error Correction**

## **One-Day Training Session**

#### **DESCRIPTION**

This advanced course is designed for civilian agency and uniformed services representatives who are responsible for the correction of TSP data and contribution errors. Attendees must have completed either the "Overview of the Thrift Savings Plan" or "TSP Payroll Operations" as a prerequisite.

#### **AGENDA**

#### I. Introduction

- Terminology
- Agency claim procedures
- Statutory references for error correction
- Make-up of missed or insufficient contributions
- Back pay awards and other retroactive pay adjustments
- Removal of excess or erroneous contributions
- Retirement system coverage errors

#### II. Breakage

- On or after 1/1/2000
- Before 1/1/2000

### II. Error correction for separated employees

- Depositing retroactive agency contributions
- Removing agency contributions

## II. TSP correction under Uniformed Services Employment and Reemployment Rights Act (USERRA)

- Uniformed services participation in the TSP
- Corrections under USERRA

## Nomination for a Thrift Savings Plan Training Session—Uniformed Services

Name Rar	nk Title
### - ## - Last 4-digits (	Organization (Main) Telephone  (
Service Name and Mailing Address	
E-mail address (.gov, .mil, or .edu)	
Courses offered Federal Retirement Thrift l	
	Date
Overview of the Thrift Savings Plan for the Uniformed Services	1st Choice
	2nd Choice
* TSP Investments: Options and Operations	s 1st Choice
	2nd Choice
* TSP Withdrawal Program	1st Choice
	2nd Choice
☐ TSP Payroll Operations	1st Choice
	2nd Choice
* TSP Error Correction	1st Choice
	2nd Choice
* See bulletin for required pre-requisite.	
Mail form to: <b>Federal Retirement Thrift Investment B</b> 20002 or fax to (202) 942-1451 (Confirmation No: (202) 94	
Thrift Board Use	e Only
Confirmed by	Date Confirmed
Class Name(s)	Class Date(s)